

~~CONFIDENTIAL~~

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NUMBER
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SUBJECT: Release or Disclosure of Classified or Unclassified CIA Intelligence Material to the Congress of the United States.

1. The following policy will govern the release in writing, or the disclosure orally, of CIA intelligence material, whether classified or unclassified, to the Congress, its committees or individual members:

GENERAL POLICIES

2. Requests by members of Congress for intelligence material should ordinarily be made to the appropriate department or agency of primary interest. CIA may properly advise Congressmen of the department or agency best able to comply with their requests.

3. Each decision as to release of CIA material to members of the Congress will be made on the basis of the individual request.

4. Release of intelligence material up to and including CONFIDENTIAL may be authorized by the Director of Central Intelligence, in consonance with known, or to-be-established, policies of the National Security Council.

5. Release of intelligence material with a classification of SECRET, or TOP SECRET must be authorized by the National Security Council, on advice of the Director. When deemed advisable by the Director, intelligence material classified RESTRICTED or CONFIDENTIAL will be referred to the NSC for authority for release.

6. a. Every request from the Congress for CIA intelligence material will be referred initially to the Office of the General Counsel.

b. The Office of the General Counsel will coordinate with the Assistant Director, OCD, and forward its recommendation in each case to the Executive Director.

c. The Assistant Director, OCD, will coordinate with, and obtain the approval of, the pertinent IAC agency when any of the material to be released comes from such an agency.

d. The Executive Director will inform the Office of the General Counsel of the final decision and action to be taken in each case, and the Office of the General Counsel will be responsible for implementing the decision.

e. Extreme care will be exercised not to reveal the sources of intelligence information or the techniques or methods used in its collection.

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f. All classified material released will bear the following notice:

"This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U.S.C., 31 and 32, as amended. Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law."

g. Letters transmitting classified material will contain a request that if the material is not required for permanent retention, it be returned to CIA as soon as it has served the official needs of the recipient.

h. Upon request of the Office of the General Counsel in a particular case, material to be forwarded to the Congress will be sent to the office of the General Counsel for transmission to the appropriate Member of Congress by hand.

i. Letters transmitting material classified CONFIDENTIAL or higher will contain a statement that as long as the material is retained by the addressee it must be stored in a three combination locked safe when not in use.

j. In making deliveries of material classified CONFIDENTIAL or higher, the following notice will be typed on the inner envelope: "TO BE OPENED BY ADDRESSEE ONLY."

k. Security regulations concerning the procuring of receipts for the delivery of classified material will be complied with by obtaining the signature of either the addressee or a responsible individual of his office staff.

ORAL DISCLOSURE OF INTELLIGENCE MATERIAL BEFORE CONGRESSIONAL COMMITTEES

7. a. Except for the Deputy Director, no officer or employee of the CIA will give testimony before a committee of the Congress without prior written authorization from the Director.

b. Except for the Deputy Director, any person on duty with, or employed by, the CIA, if requested to appear before a committee of the Congress will, without delay, inform the Office of the General Counsel, which office, in turn, will submit its written recommendation to the Director for consideration and decision.

8. The requirements of this directive will be communicated to all employees now assigned or assigned in the future to CIA. Assistant Directors and Staff Chiefs are charged with this responsibility for all personnel under their jurisdiction.

/s/

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

DISTRIBUTION: A

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